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#### Performance Management

## Notice of Improvement Needed

|  |  |  |
| --- | --- | --- |
| Employee Name:      | Employee ID #:      | Working Title:      |
| Department:      | Position #:      | Date of Notification:      |

This form documents and serves as notification that you must make immediate improvement in the performance of your duties. Continued poor performance as described below may result in an overall Below Contributor rating on this year’s annual performance evaluation.

Description of *specific* performance deficiencies and improvements needed:

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| --- |
|  |
|  |
|  |
| ***Specific* improvement plan:**  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| Supervisor’s Signature: | Date: |
| Reviewer’s Signature: | Date: |
| Employee’s Signature: | Date: |

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# **Notification of Improvement Needed Fact Sheet**

**Purpose of the form**:

The Notification of Improvement Needed is used to identify poor, substandard or unacceptable performance of any core responsibility, learning goals, special assignment, agency or unit objectives that fall below the Contributor level. The Probationary Progress Review Form is used to identify performance issues for probationary employees.

**When to prepare the form:**

The Notice of Improvement Needed may be completed at any time during the performance cycle and should be completed as close to the occurrence as possible. A Notice of Improvement Needed must be attached to the Annual Performance Evaluation when it is submitted to Human Resources to support an overall rating of Below Contributor; however, receipt of this acknowledgement does not guarantee such a rating. (An active written may also be used to support an overall rating of Below Contributor.)

**Who prepares the form:**

The immediate supervisor completes the Notice of Improvement Needed and must include an improvement plan, which should have an improvement period of no less than 30 days or more than 180 days. The supervisor and the employee should develop the improvement plan upon consultation with an HR Consultant. If an agreement cannot be reached, the supervisor may establish the improvement plan. The improvement plan is signed by the supervisor, reviewer and employee.

**Presentation of the form:**

A copy of the signed Notice of Improvement Needed is given to the employee.

**Retention:**

When Notice of Improvement Needed is used to support an overall rating of Below Contributor on the Annual Performance Evaluation, the original form is sent to Human Resources along with the evaluation. The Notice of Improvement Needed then becomes part of the employee’s personnel file maintained in Human Resources. Otherwise, the form is retained in the department’s files until the annual evaluation process is complete.

**Whom to Contact:**

For more information or clarification, contact an [HR Consultant](http://www.jmu.edu/humanresources/hrc/index.html).